

Extend Time to File Document - Motion to

Instructions:

Select *Bankruptcy OR Adversary*

Select *Motions/Applications on Bankruptcy Menu; Motions on Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: [Extend Time to File Document](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Enter title of document requesting extension for and date to extend to

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.